



North Huntingdon Township  
11279 Center Highway  
North Huntingdon, PA 15642

April 24, 2025

**Request for Proposal**  
Police Department Ceiling Tile Replacement

Bidders are invited to submit a formal Proposal (the “Proposal”) to replace the ceiling tiles and grid for the North Huntingdon Township Police Department.

Please submit sealed one original and two copies of the Proposal. **Faxed or emailed Proposals will not be accepted.**

If any questions arise from the RFP, the bidder may submit to North Huntingdon Township (“the Township”) Harry Faulk, a request for interpretation via email at [hfaulk@nhtpa.us](mailto:hfaulk@nhtpa.us).

**Sealed Proposals will be received in the Township Managers office until 10:00am, on May 14, 2025. All Proposals shall be clearly marked with “Ceiling Replacement.” Immediately following the closing of the RFP, the Township will publicly open bids at the Township Commissioners’ Chambers located at 11279 Center Highway, North Huntingdon, PA 15642.**

**All sealed Proposals must be delivered to the following address:**

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (60) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

## **Scope of Work**

### **1. Demolition**

During the demolition and removal of materials, all furnishings and flooring areas must be properly covered and protected while work is being performed. All old, suspended ceiling tiles, grid, insulation, and debris is to be disposed of properly off site.

### **2. Installation**

A pre-approved style and color of ceiling tile and grid shall be provided by the vendor and installed. New ceiling tiles must be handled carefully to remain clean upon installation. Adequate ventilation in the ceiling cavity must be installed.

**A walkthrough, prior to submit of the bid, can be arranged by contacting our Police Department at 724-863-8800.**

## **Deviations**

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Township as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Township reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the Township. The Township will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

## **Withdrawal of Proposal**

A Proposal cannot be withdrawn after it is filed, unless (a) the vendor makes a request in writing to the Township prior to the time set for opening of Proposals, or (b) the Township fails to accept a bid within thirty (60) days after bid opening date.

### **Award of Contract**

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the Township within 60 days of the bid opening date. This solicitation does not commit the Township to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The Township may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Township.

### **Contract Form**

Upon contract award, the Township and vendor will have a signed contract prior to any work being started.

### **Change in Contract**

The Township will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Township before such work is begun.

### **Indemnification**

The vendor agrees to hold the Township harmless and to indemnify the Township from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the Township of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

## PROPOSAL FORM

### POLICE DEPARTMENT CEILING TILE REPLACEMENT

**NO LATER THAN 10:00 AM ON MAY 14, 2025**

**All sealed Proposals must be delivered to the following address:**

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

**Name of Vendor:** \_\_\_\_\_

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for Township of North Huntingdon Police Department Ceiling Tile Replacement Project, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

**GRAND TOTAL \$** \_\_\_\_\_

Respectfully Submitted,

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name Title: \_\_\_\_\_

Name and Title of Vendor's Representative who will service contract:

\_\_\_\_\_

Address and Telephone Number of Vendor's Representative:

\_\_\_\_\_

Email address of Vendor's Representative who will service contract:

\_\_\_\_\_